

**DEPARTMENT OF CHEMICAL ENGINEERING
IIT KANPUR**

Dear All,

Here are few points to note in regard to your attendance, monthly scholarship and leave application.

1. You are required to sign the attendance register on every working day at the ChE office (room # FB-462).

Time of signature: 10.00 AM to 01.00 PM or 2.15 PM to 4.30 PM.

All the PG students must follow the above time for signature in the register. If any student is not able to sign at the given time-frame, he/she should email to DPGC through his/her thesis supervisor with valid reason. Signing the register on the absent mark without approval of the DPGC/HOD is not acceptable.

2. As per PG Manual, Leaves Rules, Sec. 5.7, Absent without prior notice or without sanctioned leave will entail loss of financial assistantship for the period of absence and may result in the termination of the student's programme on the recommendation of the DPGC and approval of SPGC

3. Do not ever indulge in signing for other students. Please show your ID card when requested by Office Staff: Dr. J.P. Sharma or Mr. Anand Kumar Singh.

4. Using of Mobile phone inside the ChE office is not allowed.

5. If you have allotted TA duty for photocopy purpose please inform the office staff before using Xerox-machine and write-down number of copies you have done in the Xerox-register.

6. Online Procedure of Scholarship:

7. Don't leave the Campus without permission of HOD/Convenor, DPGC in any case. If you are proceeding on leave, apply only on prescribed form (available in ChE Office) and get the sign of your Thesis and Task Supervisors before submitting to the Office for sanction by DPGC and mark the duration of leave, on the attendance register on your own.

8. Please submit all papers pertaining to HOD and DPGC signature in ChE Office

9. Please refer to the PG manual (http://www.iitk.ac.in/doaa/PG_Manual.pdf) in regard to the academic and administrative matters.

Your co-operation is solicited for smooth functioning of the DPGC.

Best wishes,

Dr. Sri Sivakumar
Convenor, DPGC